

**Fifth Meeting of the Organizing Committee of the
IAU Commission on Massive Stars
29 November 2016, Auckland, NZ**

A.Herrero, J. Vink, A. ud-Doula, J. Groh and N. St-Louis were present for this first face-to-face meeting.

Plans for selecting the next massive-star meeting

The committee discussed the process we will adopt to decide the location and topic of the next massive-star meeting.

- A. In order not to burden our community with unnecessary work, we considered if we should make a restricted call by geographically limiting the location of the next conference, to North America for example. The Organizing Committee (OC) decided against this and preferred to hold an **open call**. However, in order to encourage people to apply, it was decided to ask for only basic information, as a first step. We decided to only ask for:
 - A description of why the proposers want to organize the meeting, either scientific reasons or others.
 - What support is available to help with the local organization?
- B. We would then have a second iteration during which we would consider only 2-3 offers, selected from the preliminary step and then we would ask for more complete information in order to be able to make our decision.
- C. The committee discussed when the next meeting should be held. It was decided to hold it in 2020 to avoid the IAU General Assemblies in 2018 and 2021.
 - The letter of intent should be requested for April 2018
 - Application to the IAU in September 2018

Newsletter and web page satisfaction survey

The committee briefly discussed the survey sent out to members on the satisfaction level for our massive-star newsletter and Webpage and request for improvements. The survey has already been sent to members through the 24-hour abstract service. To encourage participation, we decide to ask JJ Eldridge to make an announcement during the meeting to remind people to please reply to the survey.